

## ASSISTANT FIRE CHIEF

### NATURE OF WORK

This is highly responsible administrative and supervisory work directing and coordinating activities within an assigned division of the Lincoln Fire Department.

Work involves responsibility for assisting the Fire Chief in the administration, direction and coordination of departmental activities within the Operations or Support Division. An employee of this class has overall responsibility for an assigned division. Work may also include the enforcement of Federal and State laws and City ordinances. Work is performed with considerable independence in accordance with accepted fire and rescue practices, and departmental regulations, under the direction of the Fire Chief. Work is reviewed by the Fire Chief through written documents, personal conferences and observation, and requires the frequent exercise of independent initiative and judgment in directing operations and making decisions affecting life and property. Supervision is exercised directly and through subordinates, over all departmental personnel.

### EXAMPLES OF WORK

Participates in the departmental planning process; develops goals and objectives for assigned division; develops division budget; performs workload analysis on units within assigned division; oversees scheduling of unit personnel to ensure the needs of the division and department are met.

Confers frequently with subordinate Deputy Chiefs and Captains to keep fully informed of activities; provides advice and assistance regarding difficult or unusual problems; transmits directions of the Fire Chief.

Maintains discipline within assigned division; reviews Incident Reports to ensure consistency and uniformity; recommends disciplinary action if necessary; reviews annual evaluations of all divisional personnel.

Performs research and develops special projects as delegated by the Fire Chief.

Serves as a liaison to the community, the media, neighborhood organizations, and other City departments.

May assume responsibility in the absence of, or as delegated by, the Fire Chief.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of municipal fire administration, emergency operations, emergency medical services, public fire safety education and fire prevention.

Extensive knowledge of the rules and regulations, and management policies of the Department.

Extensive knowledge of Federal and State laws and City ordinances.

Thorough knowledge of the geography of the City.

Thorough knowledge of budgetary control, procurement, training requirements, communications, and central records systems.

Ability to analyze a wide variety of problems and to assign and direct personnel in coordinated operations.

Ability to read and comprehend complex laws and ordinances.

Ability to plan, assign and supervise the work of subordinates.

Ability to communicate clearly and effectively both orally and in writing.

Ability to maintain effective working relationships with associates, co-workers, representatives of other organizations and with the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by graduate level course work in public or business administration, or related field, and completion of a specialized fire science training program.

#### MINIMUM REQUIREMENTS

Graduation from a senior high school or equivalent plus an associates degree in fire protection technology, supplemented by college-level course work in public or business administration, or related field, and extensive experience in the fire service, including thorough supervisory experience of a progressively responsible nature; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Candidates for positions in this class must meet such specific physical requirements as established by the City.

Candidates must also possess and maintain a valid State of Nebraska driver's license.

Approved by: \_\_\_\_\_  
Department Head Personnel Director

6/2002

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